



NHS Scotland ePharmacy Delivery

Hospital PCR Viewer

Community Pharmacy User Guide

Version: 1.1

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1. Hospital PCR Viewer

This user guide is provided as a stand-alone document for use by the participating Community Pharmacists.

1.1 Purpose

The Hospital PCR Viewer is a web based application that has been created for the purpose of sharing a patient's Hospital Pharmaceutical Care Record (or Pharmaceutical Care Plan Report) with their chosen community pharmacy.

The Viewer allows the hospital pharmacy to upload a patient's pharmaceutical care record held in their system to the community Pharmacy Care Record (PCR) system for the relevant participating community pharmacy to then view.

1.2 Security

The security and access protocols of this application adhere to the following principles:

- access is only allowed from Scottish community pharmacies via an independent community pharmacy N3 connection or an authorised corporate network with an approved N3 gateway;
- access to the Hospital PCR Viewer is limited to community pharmacists who are participating in this programme and have signed up to the relevant information sharing protocol;
- all pharmacists who practice in Scottish community pharmacies already have an individual User ID and password for access to PCR;
- a pharmacist can only access discharge records for the patients of the community pharmacy where they are currently working, and for those patients who have consented to participate in this programme; and
- All access attempts to the Hospital PCR Viewer and updates / viewing of patient records are audited.

1.3 Requirements

Adobe Acrobat Reader or similar is required to view the Hospital PCR which is created as a PDF file by eWard, the electronic patient management system used in hospital

2. Accessing the Hospital PCR Viewer

2.1 Associate with a Community Pharmacy

Accessing the Hospital PCR Viewer is performed in the same way as for standard PCR: first use the associate function to connect to the correct pharmacy and then log in to view the records.

Before you can use the PCR system you must first create a secure association with your pharmacy location. The association process is a security protocol which verifies that you have permission to access the pharmacy records that you are requesting to view.

Access the PCR association function from the following address: <https://pcr.a.mhs.scot.nhs.uk>

1. Navigate to the PCR association website. When the Security Alert box appears select the **Yes** button. This allows access to the ePharmacy digital certificate for the association process.

Figure 1 - PCR association first security alert



2. Enter your user credentials (your PCR User ID, password and the Contractor Code) and select the **Associate User** button.

Figure 2 – Associate user

Pharmacy Care Record

Please enter your details to associate with a Pharmacy

User ID

Password

Contractor Code

[Forgotten your password?](#)

Message of the day : Pharmacy Care Record Phase 2 Released

3. A second Security Alert box will appear. Select the **Yes** button to confirm the association.

Figure 3 – Association final security certificate

Security Alert

This Web site needs to create a digital signature using your private key.

WARNING: Allowing an untrusted Web site to use your private key is a security risk. The Web site could use your private key to compromise protected data or assume your identity.

Do you want this Web site to create the signature now?

Do not show this dialog box again.

If you select this check box, any Web pages within this site will be able to create digital signatures without prompting you again. However, you will be prompted again when you visit another Web site.

[Forgotten your password?](#)

Message of the day : Pharmacy Care Record Phase 2 Released

If the association is successful then a message will appear in green text to confirm that a connection has been established. If the login has failed, then the reason for failure will be displayed in bold red text.

Figure 4 – Association successful

The screenshot shows a 'Pharmacy Care Record' interface. At the top, it says 'Please enter your details to associate with a Pharmacy'. Below this are three input fields: 'User ID' (1234567), 'Password' (empty), and 'Contractor Code' (1234). A 'Associate User' button is below the fields. A green message at the bottom left says 'Association has been created for 1234567 to pharmacy 1234.' A link 'Forgotten your password?' is to the right. At the bottom, a message of the day says 'Message of the day : Pharmacy Care Record Phase 2 Released'.

At this stage, only association with a pharmacy is complete. A further step is required to login in to the Hospital PCR Viewer and the main PCR application.

2.2 Hospital PCR Viewer Login process

The Hospital PCR Viewer can be accessed using the following URL:

<https://pcr.mhs.scot.nhs.uk/sharedpcr/Notifications.aspx>

Use your existing PCR User ID and Password to log in to the Viewer.

Figure 5 – Hospital PCR Viewer login screen

The screenshot shows a 'Pharmacy Care Record' login interface. It asks 'Please enter your details to login'. It has two input fields: 'User ID (RPSGB)' and 'Password'. A 'Login' button is to the right of the password field. A link 'Forgotten your password?' is below the button. At the bottom left, it says 'Authorised Users Only'.

1. Enter your User ID and Password then select the **Login** button. The system displays the Notifications screen.

2.3 Notifications screen

The heading at the top of the **Notifications** page is consistent across all PCR pages and displays the details of the current user, the contractor code and the name of the pharmacy the current user is associated with.

The high level menu is displayed below the heading and is also displayed on each page.

The high level menu allows you to quickly move between the Hospital PCR Viewer and the main PCR application.

Figure 6 – Hospital PCR Viewer Notifications screen

The menu has two options:

Notifications	Displays a list of the patient notices received from hospital
Return to search	Transfers you to the PCR Search criteria page

There are two types of patient notification:

Admission Notice	Sent when patient's admission to hospital has been registered on their system
Pharmaceutical Care Record	Copy of patient's hospital pharmaceutical care plan report sent when finalised by hospital

The hospital notifications sent to you display in a list ordered by the most recent date transmitted. Unread items will be highlighted in bold text.

To aid in patient identification the notifications will display with CHI, Given Name, Family Name and D.O.B.

Note: There is no system prompt or indicator to inform you that a new notification has arrived in the Viewer. The Viewer should be checked regularly for updates. Press the keyboard F5 key to refresh the data displayed on the screen.

2.4 View a Hospital PCR

1. Click on the **View** link beside a Pharmaceutical Care Record in the list to open that report. You have been sent a read-only document of the hospital pharmaceutical care record for this patient. Depending on your computer system configuration the document will either open within the internet browser or in a separate window.

Once **View** is clicked the item will be marked as read – the View link will change from bold text to normal text and the **Read On** date field will be populated.

The patient's Hospital PCR can be viewed as many times as necessary. Each access is logged for audit but the initial Read On date is not updated on your viewer screen.

2.5 View an Admission Notice

1. Click on the **View** link beside an Admission Notification in the list to open that record.
2. An admission notification box opens to confirm the patient's Name, CHI and Hospital Admission Date. Select the **OK** button to close the box.

Figure 7 – Admission Notification information box

The screenshot shows the 'Notifications' section of the Pharmacy Care Record. At the top, there is a header with the Pharmacy details: '1234 - Pharmacy One', 'User: TestUser - Jane Smith', and 'Last login: Tue, Jul 22, 2014 10:18'. To the right is the 'Pharmacy Care Record' logo and the 'NHS SCOTLAND' logo. Below the header, there are tabs for 'Requests', 'Notifications', and 'Return to search'. The 'Notifications' tab is selected. A table lists notifications, with the first row for an 'Admission Notification' showing 'Message type: Admission Notification', 'CHI: 0000088978', 'Given name: FirstName', 'Family name: Surname', 'Date of birth: 25-May-1967', 'Received: 22-Jul-2014 13:29', and a bold 'Read on' link labeled 'View'. A modal window titled 'Admission Notification' is displayed, containing the patient details: 'Given Name: FirstName', 'Family Name: Surname', 'CHI: 0000088978', and 'Admitted on: 27-Jul-1973 13:30'. It also features an 'OK' button.

Once **View** is clicked the item will be marked as read – the **View** link will change from bold text to normal text and the **Read On** date field will be populated.

Figure 8 – Notification screen showing Read On date

The screenshot is similar to Figure 7, showing the 'Notifications' section of the Pharmacy Care Record. The header and tabs are the same. The table lists notifications, with the first row for an 'Admission Notification' showing 'Message type: Admission Notification', 'CHI: 0000088978', 'Given name: FirstName', 'Family name: Surname', 'Date of birth: 25-May-1967', 'Received: 22-Jul-2014 13:29', and a regular 'Read on' link labeled 'View'. The 'Read on' link for the first row now shows the date '22-Jul-2014 13:31'.

2.6 Navigate to PCR system

Transfer to the PCR system by clicking on the **Return to search** link.

2.7 Navigating from PCR to Hospital PCR Viewer

PCR version 8 onward has a navigation link to the Hospital PCR Viewer on the high level menu.

1. Select the **Hospital** menu link to display the Hospital PCR Viewer **Notifications** page.

Figure 9 – PCR Menu

Pharmacy: 1234 - Pharmacy One
User: user - Mr Glenn Thompson
Last login: Tue, Mar 5, 2013 13:42

Pharmacy Care Record 

Search Protocols Reports Change password Manage profile Yellow card Help **Hospital** Logout

2.8 Getting Help

For assistance with any Hospital PCR Viewer issues please contact the ePharmacy Helpdesk as usual on telephone number 0131 275 6600.

3. Example of a Hospital PCR layout

The Hospital PCR (or Pharmaceutical Care Plan Report, as it is named) document is sent to you as a read-only PDF file.

Addressograph:		Pharmaceutical Care Plan Report				1712820221	
Name	David Johnston		D.O.B	17/12/1982		Age	31
Address	11 Melrose Avenue, Grangemouth, Forth Valley, FK31 2JF		GP			Tel.	
Community Pharmacy	Plean Pharmacy				Admission Date	12/04/2012	
Community Pharmacy Tel.	01786 817123				Discharge Date		

Compliance Device

Does patient have compliance device?	Unknown	Who fills?	
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Risk Factors

RiskFactor	Applicable	Additional Info
Renal Impairment	Unknown	
Liver Impairment	Unknown	
Drugs with narrow therapeutic index	Unknown	
Black Triangle medicines	Unknown	
Physical or visual impairment	Unknown	
Pregnancy	Unknown	
Impaired immune system	Unknown	

Drug Reactions

Drug	Type	Effect

Past Medical History

test test t

Active Problems

Problem	Management
test test	

Pharmaceutical Care Plan

Date	Staff Member	Grade	Pharmaceutical Care Issue / Desired Outcome	Action	Outcome
29/01/2014	Millar (TEST), Suzanne	Associate Specialist	tes test	test test	tes test

Medications on Discharge

Drug	Route	Dose	Frequency	Duration (Days)	New Drug (ND) Altered Dose (AD)	POD
1 IBUPROFEN 200mg MELTLETS	Oral	400 mg	TWICE daily		ND	
2 PARACETAMOL 500mg CAPSULES	Oral	500 mg	ONCE daily			

Discontinued Medications

Drug	Reason Discontinued
AMOXICILLIN 250mg CAPSULES	Adverse Reaction to Drug Prescribed

Key to Medications on Discharge section of the Hospital PCR

Glossary:

ND	New Drug - started by medical team in hospital
AD	Altered Dose - existing dose changed by medical team in hospital
POD	Patient's Own Drug

In the POD column:

Ward	Patient has own drug on ward and was not supplied on discharge from FVRH Dispensary
Home	Patient has own drug at home and was not supplied on discharge from FVRH Dispensary
< blank >	This item would have been supplied on discharge from FVRH Dispensary

Figure 7 Hospital PCR Medications on Discharge

Medications on Discharge

Drug	Route	Dose	Frequency	Duration (Days)	New Drug (ND) Altered Dose (AD)	POD
1 ASPIRIN 75mg DISPERSIBLE TABLETS *	Oral	75 mg	Morning			Ward
2 CITALOPRAM 20mg TABLETS *	Oral	20 mg	Morning		ND	
3 FUROSEMIDE 40mg TABLETS *	Oral	80 mg	Morning			Ward
4 FUROSEMIDE 40mg TABLETS *	Oral	40 mg	Lunchtime			Ward
5 PARACETAMOL 500mg CAPLETS *	Oral	500-1000 mg	4-6 hourly as required			Home
6 RAMIPRIL 2.5mg CAPSULES *	Oral	2.5 mg	Morning		ND	
7 SIMVASTATIN 40mg TABLETS *	Oral	40 mg	Night			Ward